

**PHASE 4**  
**UCSD General Services**  
**Family Function and Job Function Summary**

<b>Job Family</b>	<b>Job Function</b>	<b>Job Summary</b>
<b>General Services</b>	<b>Custodial &amp; Housekeeping</b>	Involves the cleaning and housekeeping of buildings and exterior areas including classrooms, laboratories, offices, auditoriums, gymnasiums, health clinics, rest rooms, private rooms in residence halls and apartments. Also may involve trash and recycling material removal, meeting room set-up and hotel-like room servicing, and floor care.
<b>General Services</b>	<b>Facilities Management</b>	Involves the management, long-range planning, organization, coordination, oversight and / or performance of multiple operational activities and services for one or more buildings, including space planning, general maintenance, specialized facility systems and operations, call center triage and tracking of repair services, move planning and coordination, development of procedures, policies and communications related to infrastructure and safety. (For Facilities Project Management, see Facilities Development and EHS Job Function.)
<b>General Services</b>	<b>Fleet Services</b>	Involves a full range of operational and maintenance services for UC owned vehicles. Provides quality services to customers and manages sustainable and environmentally friendly fleet and repair facilities.
<b>General Services</b>	<b>Food Services</b>	Involves all aspects of food service in a restaurant, catering or retail food operation, including preparation, serving and presentation of food and beverages; dining and serving area set up; cleaning of the facilities, equipment and tableware; customer service, and executing transactions.
<b>General Services</b>	<b>General Services Other</b>	Involves performing service work not otherwise covered in other general services job families.

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<b>General Services</b>	<b>Landscaping &amp; Grounds Keeping</b>	Involves planning, organizing, coordinating and performing activities supporting exterior hard and soft scapes, including gardening, planting, landscape, grounds, playing fields, and tree maintenance, erosion control, pest management, exterior fire control projects, irrigation repair and maintenance, grounds equipment repair and maintenance.
<b>General Services</b>	<b>Mail Services</b>	Involves the preparation, pickup, and delivery of incoming and outgoing domestic and international mail and packages for distribution, including sorting, classifying, weighing, calculating rates and recording recharge information, processing improperly addressed mail and answering mail related questions.
<b>General Services</b>	<b>Recycling &amp; Refuse Services</b>	Involves performing refuse and recycling collection and sustainability functions, dumping refuse and waste, and maintaining equipment associated with these functions.
<b>General Services</b>	<b>Storekeeping</b>	Involves ordering, inventory records management and tracking, receipt, storage, and distribution of equipment, materials, and supplies.
<b>General Services</b>	<b>Transit Services</b>	Involves transporting equipment and supplies, materials and passengers.